

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA**

VACANCY ANNOUNCEMENT

Position Announcement No. 16-31

Position Title:	Chief Pretrial Services Officer
Salary Range:	JSP 14–17: \$99,785 – \$158,098, depending on qualifications
Position Location:	Pretrial Services Office Middle District of Florida
Duty Station:	Tampa, Florida, or Orlando, Florida
Closing Date:	*Applications must be received by 5:00 p.m. EDT on Friday, September 16, 2016.

The Middle District of Florida will appoint a Chief Pretrial Services Officer to supervise the operation of the Pretrial Services Office and to manage approximately forty employees in Tampa, Orlando, Jacksonville, Fort Myers, and Ocala. More particularly, the Chief Pretrial Services Officer must:

- organize the Pretrial Services Office to ensure both the expeditious handling of investigative work for the Middle District and the effective supervision of persons on pretrial release;
- design and implement policy to satisfy statutory, Judicial Conference, and Administrative Office requirements for the operation of pretrial services;
- recruit, appoint, train, supervise, and evaluate officers and other personnel; encourage loyalty, enthusiasm, and morale among the staff; ensure accountability for exemplary performance of duties;
- formulate the Pretrial Services Office's annual budget and manage federally appropriated funds;
- estimate the Pretrial Services Office's need for personnel, space allocation, and operating allowance;

- approve requisitions, certify vouchers for payment, and maintain appropriate fiscal controls for travel expenses and the purchase of services, equipment, and supplies;
- solicit contracts for executing pretrial services functions;
- inform the chief judge and from time to time the other district and magistrate judges about the state of the agency and recommend sound pretrial release and detention practices;
- establish and maintain cooperative relations with other Pretrial Services Offices and with Probation Offices as well as federal, state, and local law enforcement and correctional and social service agencies;
- maintain familiarity and cordial relations with public and private agencies that offer employment; provide medical, legal, or social services;
- maintain a public relations program to explain pretrial services to the community;
- administer district-wide drug, alcohol, and mental health services for defendants.

Minimum Qualifications

To qualify for Chief Pretrial Services Officer (JSP-14 to JSP-17), an applicant must have a bachelor's degree from an accredited college or university and must have at least three years (five years is preferred) of specialized experience, including at least one year at the next lower grade level or the equivalent. An applicant may not request a substitution for the three years of specialized experience. Also, an applicant must be either a United States citizen or eligible to work permanently in the United States.

Specialized Experience

Excluding experience as a police officer, FBI agent, customs agent, marshal, or the like, an applicant must have progressively responsible experience in the investigation, supervision, counseling, and guidance of defendants in community correction or in pretrial programs. An applicant's specialized experience is considered only if the applicant gained the specialized experience after earning a bachelor's degree.

Preferred Qualifications

Preferred, but not required, qualifications include:

- a graduate degree in a closely related field from an accredited university;
- management or leadership experience, education, or training relevant to the Pretrial Services Office's operations;
- substantial knowledge of, and high-level management experience in, the operation of federal pretrial services, finance, information technology, human resources, and long and short-range planning;
- knowledge of applicable statutes, case law, and Federal Rules of Civil Procedure and knowledge of the federal judiciary's strategic direction, policies, and procedures;
- well-developed analytical and writing skills, including the ability to accurately, clearly, and concisely summarize technical information; and
- organizational leadership and management skills.

Conditions of Employment

Travel is necessary, especially regular travel to the five divisional offices. If an office vehicle is unavailable, the Chief Pretrial Services Officer must use a personal vehicle (with mileage reimbursement).

The medical requirements for Pretrial Services Officers and officer assistants are available at <http://www.uscourts.gov> (click on U.S. Probation and Pretrial Services Officers/What Professional Standards Apply to Them/ Officer and Officer Assistant Medical Requirements).

If a selected applicant occupies a federal hazardous duty position, mandatory retirement requirements apply.

Before appointment, an applicant will undergo a full-field background investigation and a credit-record check. The Middle District will update the Chief Pretrial Services Officer's background investigation every five years.

Benefits

Because the Pretrial Services Office falls within the judicial branch, an employee serves under an “excepted appointment” and is considered “at-will.” Federal civil service classifications and regulations are inapplicable. However, an employee is entitled to benefits, including participation in the Federal Employees’ Retirement System, which contributes to the Social Security Retirement Program; Federal Employee’s Health Benefits; Federal Employees’ Group Life Insurance; Federal Employees Dental and Vision Programs; Thrift Savings Plan (similar to 401K plan with employer matching contributions); paid holidays; and annual and sick leave accrual. The Chief Pretrial Services Officer’s net pay is subject to mandatory electronic funds transfer.

Retirement Coverage

Coverage under the law enforcement provision of the federal retirement system requires compliance with the mandatory retirement age of fifty-seven and twenty years of federal law enforcement experience. No mandatory retirement age applies for regular federal retirement benefits.

Application Process

Each qualified applicant must submit **an original and nine copies of:**

- a letter of application, which includes a resume detailing the applicant’s qualifications;
- the two most recent performance evaluations; and
- no more than three references.

The application packet should be marked CONFIDENTIAL and mailed to:

**Human Resource Director
U.S. District Court
Middle District of Florida
401 West Central Boulevard, Suite 2100
Orlando, Florida 32801-0210**

The Human Resources Director must receive the application at the above address by 5:00 p.m. EDT on Friday, September 16, 2016. Each applicant accepted for an interview will receive a response from the Middle District.

**THE U.S. DISTRICT COURT IS AN EQUAL EMPLOYMENT
OPPORTUNITY EMPLOYER.**